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Use of Animals in Research - VHA Handbook 1200.07 (418 KB, PDF) Forms for Semiannual Evaluations of the Institutional Care and Use Program and Facilities Each row in the table below shows a version of the set of forms used for reporting on the Semiannual Evaluations performed by VA IACUCs. Please be sure to use the current version of the forms for each Semiannual Evaluation; for each report, complete all four of the documents, which are available via the links in first row of the table. 2/28/2013 2/28/2013 2/28/2013 2/28/2013 VA Semiannual Evaluation of the Institutional Animal Care and Use Program and Facilities Part 1 - Checklist (Section A) Part 1 - Checklist (Section B) Part 2 - Table of Deficiencies and Departures Part 3 - Post-Review Documentation Minor update with clarifications and corrections Current version now required 5/10/2012 5/10/2012 5/10/2012 VA Semiannual Evaluation of the Institutional Animal Care and Use Program and Facilities Part 1 - Checklist (Sections A and B) Part 2 - Table of Deficiencies and Departures Part 3 - Post-Review Documentation Major update to incorporate the provisions of the 8th edition of the Guide and document "departures" May be used for evaluations completed before 9/30/2013 April 2011 April 2011 April 2011 VA IACUC Semi-Annual Self-Review Forms Form 1. Checklist (Parts A and B) Form 2. Table of Program and Facility Deficiencies Form 3. Post Review Documentation Includes new features in response to review of VA animal programs by OIG (e.g., table of work orders) No longer in use, as of 11/30/2012 February 2011 February 2011 February 2011 VA IACUC Semi-Annual Self-Review Forms Form 1. Checklist (Parts A and B) Form 2. Table of Program and Facilities Deficiencies Form 3. Post-Review Documentation Interim update No longer in use, as of 10/31/2011 October 2005 October 2005 October 2004 VA IACUC Semi-Annual Self-Review Forms Form 1. Checklist (Parts A and B) Form 2. Table of Program and Facilities Deficiencies Form 3. Post-Review Documentation No longer in use, as of 8/31/2011 top Animal Component of Research Protocol Each row in the table below shows a version of the ACORP used for documenting protocols for review by the IACUC. Please be sure to use the current version for any work that will be reviewed by the IACUC for submission in support of an application for VA funding. For each protocol, complete the Main Body and all applicable Appendices; the forms and instructions are available via the links in the first row of the table. 4 Animal Component of Research Protocol (ACORP) Main Body (ACORP Instructions) Appendix 1 - Additional Local Information (ACORP App. 1 Instructions) Appendix 2 - Antibody Production (ACORP App. 2 Instructions) Appendix 3 - Biosafety (ACORP App. 3 Instructions) Appendix 4 - Ante-mortem Specimen Collection (ACORP App. 4 Instructions) Appendix 5 - Surgery (ACORP App. 5 Instructions) Appendix 6 - Special Husbandry and Procedures (ACORP App. 6 Instructions) Appendix 7 - Use of Patient Care Equipment or Areas for Animal Studies (ACORP App. 7 Instructions) Appendix 8 - Use of Explosive Agent(s) within the VMU or in Animals (ACORP App. 8 Instructions) Appendix 9 - Departures from "Must" and "Should" Standards in the Guide (ACORP App. 9 Instructions) Major update from Version 3 Separate expanded instructions - with references and examples Current version (originally released 1/26/13, updated to correct broken links 1/15/21) now required for any protocol submitted to the IACUC for initial or triennial review. 3 Animal Component of Research Protocol (ACORP) Appendix 1 - Use of a Non-VA Facility to House Animals Purchased with VA or VA Research and Education Corporation Funds Appendix 2 - Antibody Production Appendix 3 - Test Substances Appendix 4 - Antemortem Specimen Collection Appendix 5 - Surgery Appendix 6 - Special Husbandry and Procedures Appendix 7 - Request to Use Patient Care Procedural Areas for Animal Studies Appendix 8 - Request to Use of Explosive Agent in the Animal Facility or in Animals Appendix 9 - Additional Local Information Major update from version 2/2a May be used for protocols submitted to the IACUC before 2/1/14 2a No longer in use, as of 1/1/2005 2 No longer in use, as of 1/1/2005 Contracting Documents for Purchases of Laboratory Animal Feed and Bedding To purchase common feed and/or bedding products from Harlan/Teklad, Purina LabDiet, Bio-Serve, or Dyets, Incorporated (for The Andersons, NEPCO, PJ Murphy, Shepherd Specialty Papers, Biofresh, and Ancare products), please read the "Cover Letter" file. The cover letter describes the use of the other documents listed below, and provides contacts to receive help when using them. top Questions about the R&D website? Email the Web Team. Any health information on this website is strictly for informational purposes and is not intended as medical advice. It should not be used to diagnose or treat any condition. The OpenDocManager open source tool can help your small business get its documentation into a form that is easy to use and to manage. For many companies, storing documentation on a shared drive is enough. But what if you need a system for check-out/check-in, easy search, departments, and user control? You can go with a full-blown content management system, or you can focus your energy on a single-minded document management system such as OpenDocMan. This free document management system offers these features: Add any file type to the system Upload directly from your browser Metadata fields for each file Departments/categories Check-out/check-in Revision history Documents stored physically on the server File expiration Custom document properties Automated document review process Automated file expiration process Approve or reject a new or changed document E-mail notification Quick search by author, department, or category Full search by metadata, author, department, category, file name, comments, etc. Requirements A LAMP (Linux Apach MySQL PHP) or a WAMP (Windows Apache MySQL PHP) server will do just fine. In this post, I will be installing on a Ubuntu-based LAMP server. If you install on a WAMP server, you would have to make slight adjustments to the process. Preparing for installation With a LAMP server up and running, you need to take care of several tasks prior to installation. 1. Create a database, which you can do with your normal tool (I prefer MySQL Workbench). You will be asked to name the database in the installation process, so be sure to remember the name you give it. 2. Create a data directory outside of the OpenDocManager install directory. For my installation, I created the directory dataDIR in /var/www/ with the command sudo mkdir /var/www/dataDIR. 3. Give the newly created directory write permissions with the command sudo chmod -R ugo+w /var/www/dataDIR. Installing OpenDocMan The first step is to download the latest, stable release from the OpenDocMan download page (in either .zip or .gz format). After the file downloads, move it into the document root of your web server (in my case, /var/www/). Next, open a terminal window and change into the Apache document root. You must unpack the archive file by using a command like sudo tar xvfz opendocman-XXX.tar.gz (XXX is the release number). This will create a new directory called opendocman-XXX (XXX is the release number). I prefer to rename that directory for the sake of simplicity. To do that, issue the command sudo mv opendocman-XXX opendocman (XXX is the release number). In order to smooth out the installation process, you need to make sure the opendocman folder belongs to the user associated with the web server. For example, if your web server user is apache, you'd want to give ownership of that folder with a command like sudo chown -R apache.apache opendocman. This command should give the installation the right permissions to proceed. Now, open a web browser and point it to (ADDRESS_TO_SERVER is the address to the machine hosting OpenDocManager). This will start the web-based installer. Since this is a new installation, you will be prompted to click the Create A Configuration File button (Figure A). If you get an error after clicking the button, you need to manually give write permissions to the contents of the opendocman folder. Figure A Click the image to enlarge. The next screen will ask you for the database information (Figure B); all of the information requested in this screen is self-explanatory. (If you haven't already created the database, you need to do that first.) Remember to enter everything carefully and that the data directory is the new directory you created outside of the OpenDocManager root directory. Also, be sure to make note of the password you give the admin user (i.e., the only available user upon completion of the installation) because you'll need that to log in. After you enter this information, click the Next button. If you get a permissions error for the templates_c directory, issue the command sudo chmod -R ugo+w /var/www/opendocman/templates_c. Figure B Click the image to enlarge. Click the Run The Installer button for the installation to complete. After you click the Click Here link that appears, you will go to a login page. Log in with the user admin and the password you created during installation. Congratulations! You have a working installation of OpenDocManager. Post installation You need to go back to the terminal window and issue the command sudo rm -rf /var/www/opendocman/install. Then you should go to the admin panel (Figure C) and start adding departments, categories, users, etc. From this point, the system is incredibly easy to use. Your users will be adding docs, checking docs in and out, and more. Figure C Click the image to enlarge. Be in the know about smart cities, AI, Internet of Things, VR, AR, robotics, drones, autonomous driving, and more of the coolest tech innovations. Delivered Wednesdays and Fridays Sign up today

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